



資歷架構
Qualifications
Framework

Index Guide of Specification of Competency Standards (SCS) of Logistics Industry

物流業 《能力標準說明》 速查手冊



目錄

Table of Contents

Introduction 簡介			Page 頁
			1

Unit of Competency in Air Freight & Express Branch 空運及快遞門類能力單元

Functional Area 職能範疇	1	Operation Management 營運管理	3
	2	Planning and Design of Logistics Solutions 物流方案規劃及設計	6
	3	Sales, Marketing and Customer Services 營銷、市場推廣及客戶服務	7
	4	Cargo Transport and Handling 貨物運輸及處理	9
	5	Cargo Safety and Security 貨物安全及保安	12
	6	Import/Export Documentation and Procedures 出入口文件處理	13
	7	Insurance and Legal Matters 保險及法律事務	14
	8	E-Logistics 電子物流	16
	9	Occupational Safety and Health 職業安全及健康	18
	10	Quality Management 品質管理	19



Unit of Competency in Shipping Branch

海運門類能力單元

Functional Area 職能範疇	1	Operation Management 營運管理	21
	2	Planning and Design of Logistics Solutions 物流方案規劃及設計	25
	3	Sales, Marketing and Customer Services 營銷、市場推廣及客戶服務	26
	4	Cargo Transport and Handling 貨物運輸及處理	28
	5	Cargo Safety and Security 貨物安全及保安	30
	6	Import/Export Documentation and Procedures 出入口文件處理	31
	7	Insurance and Legal Matters 保險及法律事務	32
	8	E-Logistics 電子物流	35
	9	Occupational Safety and Health 職業安全及健康	36
	10	Quality Management 品質管理	38

Introduction

1. **Qualifications Framework** (QF) has been launched in the Logistics industry since 2006. The production of Part I Specification of Competency Standards (SCS) for “Air Freight & Express”, and “Shipping” branches has been completed.
2. **SCS** is written in the format of unit of competency (UoC). There are altogether 355 UoCs for Part I SCS. UoCs in the other branches of “Land Transport & Distribution”, “Terminals, Warehouse & Logistics Centre”, “Supporting & Ancillary Services” will be produced at a later stage.
3. **UoCs** are ordered from **QF level 1** (the foundation) to **QF level 7** (the highest), according to the depth and complexity of the knowledge, skills and competencies required of the tasks.
4. **Uses of the UoCs** by employers and employees include the following, *inter alia*:

EMPLOYERS

- job design & specification
- organizational structure
- HR & staff development initiatives
- others

EMPLOYEES

- database of industry skills
- reference for career & further education planning
- others

5. SCS refers to the competencies required of the industry in general. Company-specific competencies may not be included.

Full version of SCS available at:
http://www.hkqf.gov.hk/guie/SCS_consult_logistics_2.asp



簡介

1. 物流業於 2006 年推行**資歷架構**，現已完成撰寫第一部份的《能力標準說明》，適用於「空運及快遞」、「海運」門類。
2. 第一部份《能力標準說明》以「能力單元」形式表達，合共 355 個單元。有關「陸路運輸及分發」、「貨運站、倉庫及物流中心」、「支援及輔助服務」的能力單元，將於下階段撰寫。
3. 「**能力單元**」按職能要求的知識及技能深度與複雜性而釐定，分別隸屬**資歷架構第 1 級**（基礎級別）至**第 7 級**（最高級別）。
4. 僱主及僱員可應用「能力單元」於**下列及其他用途**：

僱主

- 工作設計與崗位說明
- 公司部門架構
- 人力資源及員工培訓策劃
- 其他

僱員

- 行業技能資料庫
- 策劃事業發展及進修方向
- 其他

5. 《能力標準說明》是行業通用能力，並不盡錄個別公司的能力要求。

下載《能力標準說明》全文：

http://www.hkqf.gov.hk/guic/SCS_consult_logistics_2.asp

Unit of Competency in Air Freight & Express Branch 空運及快遞門類能力單元

Functional Area 1 - Operation Management

職能範疇 1 - 營運管理

Level 級別	UoC Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)
	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)
	LOCUOM201A	Apply all kinds of freight information 應用各類貨運資訊	(P.56) (P.49)
	LOCUOM202A	Prepare checklists for operational processes 擬備各營運環節檢察表	(P.58) (P.50)
	LOCUOM203A	Obtain licence for freight operation and make relevant administrative arrangements 獲取經營貨運業務所需的牌照及行政安排	(P.60) (P.51)
3	LOCUOM302A	Coordinate the work of company departments, business partners and contractors 協調公司部門、商業夥伴及承辦商之工作	(P.176) (P.146)
4	LOCUOM401A	Monitor the performance of contractors 監管承辦商的工作表現	(P.281) (P.230)
	LOCUOM402A	Design and prepare tenders 設計及擬備標書	(P.284) (P.232)
	LOCUOM403A	Prepare proposals 擬備建議書	(P.286) (P.234)
	LOCUOM404A	Represent the company to perform obligations in trade associations and liaise with relevant organizations 代表公司履行在商會之責任及聯絡相關組織	(P.289) (P.236)

* Please refer to <http://www.hkqf.gov.hk> for UoC content, code and page number
可參照 <http://www.hkqf.gov.hk> 查閱「能力單元」內容、編號及頁數

《能力標準說明》 物流業

	LOCUOM405A	Settle labour disputes in a company 解決公司勞資糾紛	(P.292) (P.238)
	LOCUOM406A	Establish technical indicators for logistic machinery equipment 設立物流機械設備技術指標	(P.295) (P.240)
	LOCUOM407A	Monitor the performance of suppliers 監管供應商表現	(P.297) (P.242)
	LOCUOM408A	Apply simulation technique to test efficiency of operation 應用模擬技術測試運作效率	(P.300) (P.244)
	LOCUOM409A	Formulate standard operational procedures 制定標準作業程序	(P.302) (P.246)
	LOCUOM410A	Implement contingency procedures 執行突發事件的應變程序	(P.304) (P.248)
	LOCUOM411A	Implement financial analysis and cost control 執行財務分析及成本控制	(P.306) (P.250)
	LOCUOM412A	Manage capital and financial matters 管理資金及財務事宜	(P.308) (P.252)
	LOCUOM413A	Check and enhance transport efficiency 考核及提升運輸效率	(P.310) (P.254)
	LOCUOM414A	Establish and maintain relationship with business partners 建立及保持與商業夥伴的關係	(P.312) (P.256)
	LOCUOM415A	Manage process of calling for tenders 管理招標過程	(P.314) (P.258)
	LOCUOM416A	Renew, terminate and conclude a contract with contractor/supplier 與承辦商 / 供應商商議續約、解約及完約安排	(P.316) (P.259)
	LOAFOM401A	Determine the suitable aircraft and goods for delivery 決定合適航機及貨物作付運	(P.318) (P.260)
	LOAFOM402A	Formulate express standard contract terms 制定快遞標準合約條款	(P.321) (P.262)
	LOAFOM403A	Handle freight problems caused by delay or cancellation of flights 處理因航班延誤或取消所引致的貨運問題	(P.323) (P.264)
5	LOCUOM501A	Formulate local operation strategies 制定地區性的營運策略	(P.456) (P.378)
	LOCUOM502A	Formulate regional operation strategies 制定區域性營運策略	(P.459) (P.380)
	LOCUOM503A	Formulate recruitment strategy 制定招聘策略	(P.462) (P.382)
	LOCUOM504A	Formulate on-the-job training plans for staff 制定從業員在職訓練計劃	(P.464) (P.384)
	LOCUOM505A	Plan project management operation 策劃項目管理運作	(P.467) (P.386)
	LOCUOM506A	Plan a tender 策劃投標	(P.469) (P.388)
	LOCUOM507A	Formulate tendering strategy 制定招標策略	(P.471) (P.390)

物流業

《能力標準說明》

	LOCUOM508A	Assess the tenders from potential contractors 評審合約承辦商標書	(P.474) (P.392)
	LOCUOM509A	Formulate human resources strategy 制定人力資源策略	(P.477) (P.394)
	LOCUOM510A	Establish logistics mechanical equipment management system 制定物流機械設備管理系統	(P.480) (P.396)
	LOCUOM511A	Formulate asset-typed equipment acquisition plans 擬定資產性設備的配置方案	(P.483) (P.398)
	LOCUOM512A	Formulate strategy to bargain with business partners 制定與商業夥伴的議價策略	(P.485) (P.400)
	LOCUOM513A	Formulate vehicle fleet management strategy 制定車隊管理策略	(P.488) (P.402)
	LOCUOM514A	Formulate crisis management strategy 制定危機管理策略	(P.490) (P.404)
	LOCUOM515A	Formulate customer relationship management strategy 制定客戶關係管理策略	(P.492) (P.406)
	LOCUOM516A	Formulate contingency procedures on emergency 制定突發事件的應變程序	(P.495) (P.408)
	LOCUOM517A	Release industry-related information and business reports 發布行業相關資訊及業務報告	(P.498) (P.410)
	LOAFOM501A	Formulate revenue management for air freight 制定航空貨運收益管理	(P.500) (P.412)
	LOAFOM502A	Determine the air freight routing and flight schedule 決定貨物空運路線及班期	(P.503) (P.414)
	LOAFOM503A	Forecast future cargo volume and handling capacity 預測未來貨量及處理貨物能力	(P.506) (P.416)
	LOAFOM504A	Formulate air cargo space management standard 制定航班艙位管理標準	(P.508) (P.418)
	LOAFOM506A	Formulate strategies for charter flight 制定包機策略	(P.510) (P.420)
	LOAFOM507A	Formulate air freight charging strategy and standard 制定空運費用策略及水平	(P.513) (P.422)
	LOAFOM508A	Formulate air freight work flow management standard 制定空運流程管理標準	(P.515) (P.424)
	LOAFOM509A	Formulate air freight operation strategy 制定航空貨運營運策略	(P.517) (P.426)
	LOAFOM510A	Formulate air freight standard contract terms 制定空運標準合約條款	(P.519) (P.428)
6	LOCUOM602A	Formulate financing strategy 制定融資策略	(P.610) (P.500)
	LOAFOM601A	Formulate air freight alliance strategy 制定航空貨運聯盟策略	(P.612) (P.502)
	LOAFOM602A	Plan air freight and express network 規劃空運及快遞網絡	(P.614) (P.504)
7	LOCUOM701A	Formulate strategy for global operation 制定環球性營運策略	(P.629) (P.516)



Functional Area 2 - Planning and Design of Logistics Solutions 職能範疇 2 - 物流方案規劃及設計

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)
	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)
4	LOCUPD401A	Master the logistics needs of different import/export trading modes 掌握不同進出口貿易模式的物流需要	(P.325) (P.266)
5	LOCUPD501A	Plan and design local logistics solutions 計劃及設計地區性的物流方案	(P.521) (P.430)
	LOAFPD501A	Analyze market structure of air freight service 分析航空貨運服務的市場結構	(P.524) (P.432)
	LOAFPD502A	Understand air traffic rights and logistics solutions 瞭解航權與物流方案	(P.526) (P.434)
	LOAFPD503A	Design air freight route network logistics solutions 設計空運航線網絡物流方案	(P.528) (P.435)
	LOAFPD504A	Design air freight logistics solutions by making use of air freight strategic alliance 利用航空貨運聯盟策略設計空運物流方案	(P.530) (P.437)
	LOAFPD505A	Design air freight logistics solutions by making use of virtual airport concept 利用虛擬機場概念設計空運物流方案	(P.532) (P.439)
6	LOCUPD601A	Plan and design regional logistics solutions 計劃及設計區域性的物流方案	(P.616) (P.506)
	LOCUPD603A	Formulate logistics plans related to capital arrangements 制定與資金安排有關的物流方案	(P.620) (P.509)
7	LOCUPD701A	Plan and design global logistics solutions 計劃及設計全球性的物流方案	(P.632) (P.518)

Functional Area 3 - Sales, Marketing and Customer Services

職能範疇 3 - 營銷、市場推廣及客戶服務

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)
	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)
	LOCUSM201A	Maintain, process and use customer information 保存、處理及運用客戶資料	(P.62) (P.53)
	LOCUSM203A	Use communication skills to make discussions related to logistics issues 運用溝通技巧進行有關物流業事項討論	(P.64) (P.55)
	LOCUSM204A	Use communication skills to communicate internally 運用溝通技巧進行內部溝通	(P.67) (P.57)
	LOCUSM209A	Receive customers 接待顧客	(P.70) (P.59)
	LOCUSM210A	Present and explain to customers the logistics services offered 向客戶展示及闡述所提供的物流服務	(P.72) (P.61)
	LOCUSM211A	Update customers with latest company news 向客戶闡述公司最新動向	(P.74) (P.63)
	LOCUSM212A	Handle customer relations and requests 處理客戶關係及訴求	(P.76) (P.65)
	LOCUSM213A	Handle cargo tracking for customers 處理客戶貨物追蹤	(P.78) (P.67)
	LOCUSM214A	Use simple Putonghua for business communication with customers 與顧客進行與業務有關的簡短普通話溝通	(P.80) (P.69)
	LOCUSM215A	Use simple English for business communication with customers 與顧客進行與業務有關的簡短英語溝通	(P.82) (P.70)
	LOAFSM203A	Calculate air freight rates 計算空運運費	(P.84) (P.71)

《能力標準說明》 物流業

3	LOCUSM301A	Present and explain proposals to customers 向客戶展示及闡述建議書	(P.178) (P.148)
	LOCUSM309A	Implement customer service management 執行客戶服務管理	(P.181) (P.150)
	LOCUSM311A	Prepare sales proposals 擬備營銷建議書	(P.183) (P.152)
	LOCUSM312A	Handle and review customer's opinions and complaints about service quality 處理及檢討客戶對服務質量的意見及投訴	(P.185) (P.154)
	LOCUSM313A	Use complicated English for business communication with customers 與顧客進行與業務有關的複雜英語溝通	(P.187) (P.156)
	LOCUSM314A	Use complicated Putonghua for business communication with customers 與顧客進行與業務有關的複雜普通話溝通	(P.189) (P.158)
	LOAFSM301A	Prepare express charges chart 編製快遞收費表	(P.191) (P.160)
	LOAFSM302A	Handle air freight cargo space booking procedures 處理空運貨物艙位預訂程序	(P.193) (P.161)
	LOAFSM303A	Calculate contract air freight charges 計算合約空運運費	(P.196) (P.163)
	LOAFSM304A	Prepare express package pick-up schedule 編製快遞收件時序表	(P.198) (P.165)
	LOAFSM305A	Handle international express service booking 處理國際快件速遞預訂	(P.200) (P.167)
	LOAFSM306A	Handle enquiries on air freight rate 處理航空貨運收費查詢	(P.203) (P.169)
	LOAFSM307A	Calculate commission and concession 計算佣金及優惠方案	(P.205) (P.171)
4	LOCUSM401A	Formulate an overall strategy for participating in industry conferences in the logistics industry 制定參與物流業商務會議之整體策略	(P.327) (P.268)
	LOCUSM402A	Manage customer service centres 管理客戶服務中心	(P.330) (P.270)
	LOCUSM403A	Implement the overall marketing plan 執行整體市場推廣計劃	(P.332) (P.272)
	LOCUSM404A	Assess the overall marketing plan and performance indices 評估整體市場推廣計劃及績效指標	(P.334) (P.274)
	LOCUSM405A	Analyze current market situation and trend of the logistics industry 分析物流業市場現況及趨勢	(P.336) (P.276)
	LOCUSM406A	Assess sales information of the industry 評估銷售行情	(P.338) (P.278)
	LOCUSM407A	Analyze customers' freight service needs 分析客戶的貨運需要	(P.340) (P.280)

物流業

《能力標準說明》

	LOCUSM408A	Formulate customer relationship strategy 擬定客戶關係策略	(P.342) (P.282)
	LOCUSM409A	Apply methods in marketing and promotion 運用市場推廣方法	(P.344) (P.284)
	LOCUSM410A	Use the internet for business promotion 運用互聯網推廣業務	(P.346) (P.286)
	LOCUSM411A	Analyze customer's business condition 分析客戶業務狀況	(P.349) (P.288)
	LOAFSM401A	Formulate strategy of air freight quotation 制定空運運費報價策略	(P.351) (P.290)
	LOAFSM402A	Handle co-loading market transactions with air freight forwarders 處理空運貨運代理的同行貨盤交易	(P.353) (P.291)
5	LOCUSM501A	Assess the demand for the services of the logistics industry and formulate sales budgets 評估物流業服務需求及制定有關預算	(P.534) (P.441)
	LOCUSM503A	Plan business development strategies and explore new markets 策劃業務發展策略及開拓新市場	(P.536) (P.443)
	LOCUSM504A	Formulate pricing strategy 制定價格策略	(P.539) (P.445)
	LOCUSM505A	Formulate marketing strategy 制定市場策略	(P.542) (P.447)
	LOCUSM506A	Conduct contract negotiation 進行合約談判	(P.545) (P.449)

Functional Area 4 - Cargo Transport and Handling 職能範疇 4 - 貨物運輸及處理

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38)
	LOAFCT110A	Collect and deliver express items 交收速遞快件	(P.43) (P.40)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)

《能力標準說明》 物流業



	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)
	LOCUCT201A	Handle temporary imports 處理暫准進口貨物	(P.86) (P.73)
	LOCUCT202A	Use general loading and lifting equipment in the logistics industry 使用物流業一般搬運及起重裝置	(P.88) (P.74)
	LOCUCT203A	Prepare operational records and data 擬備操作紀錄及數據	(P.90) (P.76)
	LOAFCT201A	Receive & deliver general air cargo 交收一般空運貨物	(P.92) (P.77)
	LOAFCT204A	Check aircraft unit load device 檢查空運載具	(P.94) (P.79)
	LOAFCT211A	Arrange for air cargo storage 安排儲存空運貨物	(P.96) (P.80)
	LOAFCT213A	Check the package, quantity and appearance of air cargo 檢查空運貨物包裝、件數及外表狀況	(P.98) (P.81)
	LOAFCT214A	Measure the weight and dimensions of air cargo 量度空運貨物重量及尺寸	(P.100) (P.83)
	LOAFCT215A	Implement break bulk procedures for air cargo 執行航空貨物拆箱拆板程序	(P.102) (P.85)
	LOAFCT216A	Implement cargo loading/unloading procedures 執行裝卸貨物工序	(P.104) (P.87)
	LOAFCT217A	Implement air cargo consolidation 執行空運貨物集運拼箱	(P.107) (P.89)
	LOAFCT218A	Implement procedures of receiving and delivering air cargo 執行空運貨物收貨送貨程序	(P.109) (P.90)
	LOAFCT219A	Arrange cargo to and from air cargo terminals 安排貨物往返空運貨站	(P.112) (P.92)
	LOAFCT220A	Perform repair and maintenance of aircraft unit load device 執行空運載具的維修保養	(P.114) (P.94)
	LOAFCT221A	Sort air cargo 分類空運貨物	(P.116) (P.95)
3	LOAFCT301A	Coordinate air cargo consolidation 統籌空運貨物集運拼箱	(P.207) (P.172)
	LOAFCT303A	Plan air cargo consolidation 計劃空運貨物集運拼裝	(P.210) (P.174)
	LOAFCT304A	Arrange documentations for cargo consolidation and coordinate air cargo consolidation 安排空運貨物集運文件及協調工作	(P.213) (P.176)
	LOAFCT305A	Coordinate deployment of aircraft unit load device 統籌空運載具的調度	(P.215) (P.178)
	LOAFCT306A	Record air freight incidents 記錄空運貨物運輸事故	(P.218) (P.180)

物流業

《能力標準說明》

	LOAFCT307A	Deploy aircraft unit load device 調配空運載具	(P.220) (P.181)
	LOAFCT308A	Deliver and receive dangerous goods 交收空運危險品	(P.222) (P.183)
	LOAFCT309A	Handle special air cargo 處理空運特殊貨物	(P.225) (P.185)
	LOAFCT310A	Handle live animals and perishable goods 處理動物及鮮活易腐貨物	(P.228) (P.187)
	LOAFCT311A	Handle dutiable air cargo 處理空運課稅物品	(P.231) (P.189)
	LOAFCT312A	Handle air freight cancellation procedures 處理空運貨物撤銷程序	(P.233) (P.191)
	LOAFCT313A	Verify that the air cargo complies with air cargo acceptance requirements 核實空運貨物達致付運要求	(P.235) (P.193)
	LOAFCT314A	Handle unclaimed air cargo 處理無人提取空運貨物	(P.237) (P.195)
4	LOCUCT401A	Coordinate point-to-point cargo transport connection 協調點對點貨物的銜接	(P.355) (P.293)
	LOCUCT402A	Evaluate and calculate workload for cargo handling 評估及計算貨運工作量	(P.357) (P.295)
	LOAFCT401A	Formulate aircraft load plan 制定航班裝載計劃	(P.359) (P.297)
	LOAFCT402A	Calculate aircraft load trimming 運算航機載重平衡	(P.361) (P.299)
	LOAFCT403A	Coordinate air cargo loading/unloading 統籌起卸空運貨物	(P.363) (P.301)
	LOAFCT404A	Handle air freight discrepancies 處理航空貨運失誤事故	(P.365) (P.303)

Functional Area 5 - Cargo Safety and Security 職能範疇 5 - 貨物安全及保安

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38))
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)
	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)
	LOCUSS202A	Understand dangerous goods and their characteristics 認識危險品及其特性	(P.118) (P.97)
	LOAFSS201A	Implement security inspection of air cargo with instruments 執行空運貨物的保安儀器檢查	(P.120) (P.99)
3	LOCUSS301A	Apply security technology to help handle cargo transport security matters 運用保安科技協助處理貨運保安事宜	(P.239) (P.197)
	LOAFSS301A	Implement air freight security control procedures 執行空運保安管制程序	(P.241) (P.199)
	LOAFSS302A	Carry out monitoring system on the air cargo security procedures of consignors 執行監管空運付貨人的保安程序	(P.243) (P.200)
4	LOCUSS401A	Formulate training schemes for handling dangerous goods 制定對危險品處理的培訓計劃	(P.367) (P.305)
	LOAFSS401A	Formulate air freight security standard 制定航空貨運保安標準	(P.369) (P.307)
	LOAFSS402A	Handle and report air freight incidents 處理航空貨運事故及申報	(P.371) (P.308)
	LOAFSS403A	Implement air freight safety standard for dangerous goods 執行空運危險品的安全標準	(P.373) (P.310)
5	LOCUSS501A	Monitor security service standard 監督保安服務水平	(P.547) (P.451)
	LOAFSS501A	Formulate air freight security strategy 制定空運保安策略	(P.549) (P.453)

Functional Area 6 - Import/Export Documentation and Procedures

職能範疇 6 - 出入口文件處理

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)
	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)
	LOCUIE201A	Handle procedures and documents for settlement of trading payment 處理貿易貨款交收程序及文件	(P.122) (P.100)
	LOCUIE202A	Verify the required proofs and documents according to freight needs 按貨運需要核查所需證明及文件	(P.124) (P.102)
	LOCUIE203A	Handle the documents for dangerous goods, prohibited articles and dutiable commodities 處理危險品、管制貨物及課稅品文件安排	(P.126) (P.103)
	LOCUIE204A	Arrange for customs declaration 安排海關申報	(P.130) (P.105)
	LOCUIE205A	Handle customs clearance procedures 處理海關清關程序	(P.132) (P.107)
	LOCUIE206A	Handle import/export or re-export documents 處理進出口或轉口貿易文件	(P.134) (P.109)
	LOAFIE201A	Handle air freight import/export documents 處理空運進出口文件	(P.136) (P.111)
	LOAFIE202A	Compile air waybill 編製航空貨運單	(P.138) (P.112)
	3	LOCUIE301A	Understand different trading modes and their requirements on import, export and re-export documents 瞭解不同貿易模式及其進出口或轉口文件需要

Functional Area 7 - Insurance and Legal Matters 職能範疇 7 - 保險及法律事務

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)
	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)
3	LOCUIL305A	Handle insurance certificate and policy or related documents 處理保險證書、保單或相關文件	(P.247) (P.204)
4	LOCUIL401A	Implement risk management plans 執行風險管理方案	(P.375) (P.312)
	LOCUIL402A	Amend insurance terms 更改保險條款	(P.377) (P.314)
	LOCUIL403A	Compile claims report 撰寫索償報告	(P.379) (P.316)
	LOCUIL404A	Handle employee compensation claims 處理勞工保險索償	(P.381) (P.318)
	LOCUIL405A	Handle public liability claims 處理公眾責任索償	(P.384) (P.320)
	LOCUIL407A	Handle transport operator's liability insurance 處理物流及運輸經營者責任索償	(P.387) (P.322)
	LOCUIL408A	Apply environmental protection laws and international conventions relevant to the logistics industry 應用物流業相關的環保法例及國際公約	(P.391) (P.325)
	LOCUIL409A	Apply occupational safety and health ordinances relevant to the logistics industry 應用物流業相關的職業健康及安全法例	(P.393) (P.327)
	LOCUIL410A	Apply the Prevention of Bribery Ordinance 應用防止貪污及賄賂條例	(P.395) (P.329)
	LOCUIL411A	Understand intellectual property and avoid infringement act 認識知識產權及避免侵權行為	(P.397) (P.331)
	LOCUIL412A	Apply basic principles of insurance law to handle insurance matters 運用保險法之基本原則處理保險事宜	(P.399) (P.333)

物流業

《能力標準說明》

	LOCUIL413A	Apply labour legislations relevant to human resources management 應用人力資源管理相關的勞工法例	(P.401) (P.335)
	LOAFIL401A	Handle claims for aircraft damage 處理飛機損毀索償	(P.404) (P.337)
	LOAFIL402A	Handle claims for air cargo damage 處理空運貨物損毀索償	(P.406) (P.339)
	LOAFIL403A	Handle claims for air cargo liability insurance 處理空運貨物責任保險索償	(P.409) (P.341)
5	LOCUIL501A	Perform risk assessment of the transport process and compile reports 為運輸工序進行風險評估及編寫報告	(P.552) (P.455)
	LOCUIL502A	Assess the total lost amount and calculate the claim amount 評估損失總值及計算索償金額	(P.554) (P.457)
	LOCUIL503A	Arrange for insurance by tender 以投標方式安排保險	(P.556) (P.459)
	LOCUIL504A	Apply Alternate Dispute Resolution (ADR) to handle disputes 運用爭議解決替代方法處理糾紛	(P.559) (P.461)
	LOCUIL505A	Use arbitration to handle disputes 運用仲裁處理糾紛	(P.561) (P.463)
	LOCUIL506A	Apply knowledge of business laws to prepare contracts 運用商業法律知識擬備合約	(P.563) (P.465)
	LOCUIL507A	Arrange for employee compensation insurance contract 安排勞工保險合約	(P.565) (P.467)
	LOCUIL508A	Arrange for public liability insurance contract 安排公眾責任險保險合約	(P.568) (P.469)
	LOCUIL509A	Arrange for multimodal insurance contract 安排物流及運輸經營者責任保險合約	(P.571) (P.471)
	LOAFIL501A	Arrange for aviation insurance contracts 安排飛機保險合約	(P.574) (P.473)
	LOAFIL502A	Arrange for air cargo insurance contract 安排空運貨物保險合約	(P.577) (P.475)
	LOAFIL503A	Arrange for air cargo liabilities insurance contract 安排空運貨物責任保險合約	(P.580) (P.477)
6	LOCUIL601A	Formulate risk management plans 制定風險管理方案	(P.622) (P.511)

Functional Area 8 - E-Logistics

職能範疇 8 - 電子物流

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38)
	LOCUEL101A	Apply all kinds of computerized freight document templates 應用各類貨運電腦報表	(P.45) (P.42)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)
	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)
	LOCUEL201A	Implement e-logistics website maintenance 執行電子物流作業網頁保養	(P.140) (P.114)
	LOCUEL202A	Handle electronic documents commonly used in the logistics industry 處理貨運常用電子文件	(P.142) (P.115)
	LOCUEL206A	Execute security work for electronic documents of the logistics industry 執行物流業內電子文件保安工作	(P.144) (P.117)
	LOCUEL207A	Submit cargo manifests electronically 以電子方式提交貨物艙單	(P.146) (P.119)
	LOCUEL208A	Implement e-platform operation for the logistics industry 執行與物流業有關的電子作業平台操作	(P.149) (P.121)
	LOCUEL209A	Apply electronic devices on cargo identification 應用貨物電子識別技術	(P.151) (P.123)
	LOAFEL201A	Check express waybill filled by customer 檢查快件付貨人填寫的快遞運單	(P.153) (P.125)
	LOAFEL202A	Check air freight shipper's letter of instruction 檢查空運托運書	(P.155) (P.127)
	LOAFEL203A	Handle the issuance of the proof of delivery 處理快遞交付憑證簽發	(P.157) (P.129)

物流業

《能力標準說明》

3	LOCUEL302A	Conduct Electronic Data Interchange (EDI) in the industry and with customers 進行業內及客戶間的電子訊息交換	(P.249) (P.206)
	LOCUEL303A	Design different kinds of computerized freight documents 設計各類貨運電腦報表	(P.252) (P.208)
	LOCUEL304A	Implement e-commerce procedures for the logistics industry 執行物流業內相關的電子商貿作業程序	(P.254) (P.209)
	LOAFEL301A	Apply air freight service web platform 運用空運服務網絡平台	(P.256) (P.211)
4	LOCUEL401A	Design e-commerce procedures for the logistics industry 設計物流業內電子商貿作業程序	(P.412) (P.343)
	LOCUEL402A	Design electronic document security system and procedures for the logistics industry 設計物流業電子文件保安系統和程序	(P.414) (P.345)
	LOCUEL403A	Formulate information system upgrading demand 制定資訊系統的更新需求	(P.417) (P.347)
	LOCUEL404A	Formulate the electronic data flow for relevant parties of the logistics industry 制定物流業內相關單位電子訊息處理流程	(P.420) (P.349)
	LOCUEL405A	Design e-logistics website for the logistics industry 設計物流企業電子物流作業網頁	(P.422) (P.351)
5	LOCUEL501A	Formulate strategies for the application of electronic cargo identification technologies 制定貨物的電子辨識技術應用策略	(P.583) (P.479)
	LOAFEL501A	Establish air freight-based fourth-party logistics (4PL) network 建立以空運服務為基礎的第四方物流網絡	(P.585) (P.481)
	LOAFEL502A	Formulate operation control plan for automated information flow for air freight process 制定航空貨運流程全程訊息化控制計劃	(P.587) (P.483)
6	LOAFEL601A	Formulate air freight-based strategies for fourth-party logistics (4PL) 制定以空運為基礎的第四方物流策略	(P.625) (P.513)



Functional Area 9 - Occupational Safety and Health 職能範疇 9 - 職業安全及健康

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38)
	LOCUSH106A	Handle bulk cargoes manually 搬運散貨	(P.47) (P.43)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)
	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)
	LOCUSH201A	Implement safety procedures for manual handling operation 執行體力處理操作的安全步驟	(P.159) (P.130)
	LOCUSH202A	Implement preventive measures on occupational safety and health of the logistics industry 執行物流業職業安全及健康的預防措施	(P.161) (P.132)
	LOCUSH203A	Implement safety operation in confined spaces 執行密閉空間的安全操作	(P.163) (P.134)
	LOCUSH204A	Safety procedures for fork-lift truck operation 使用叉式剗車搬運的安全步驟	(P.165) (P.136)
	LOCUSH205A	Implement Code of Practice for Loading of Vehicles 執行車輛載貨守則	(P.167) (P.138)
	LOCUSH206A	Implement code of safety for stacking cargoes 執行貨物安全堆疊守則	(P.169) (P.140)
	LOCUSH207A	Implement code of safety for cargo loading/unloading with vehicles 執行車輛安全起卸貨物守則	(P.171) (P.142)
	LOCUSH208A	Implement vehicle transport and traffic safety in cargo yard 執行貨場內的車輛運輸及交通安全工作	(P.173) (P.143)

物流業

《能力標準說明》

3	LOCUSH302A	Handle general industrial accidents 處理一般工業意外	(P.258) (P.213)
	LOCUSH303A	Implement occupational safety and health management system for the logistics industry 執行物流業職業安全及健康的管理系統	(P.260) (P.215)
	LOCUSH305A	Implement transport and storage management safety measures for dangerous goods 執行危險品的安全運輸及儲存管理	(P.263) (P.217)
	LOCUSH306A	Act on requirements for logistics device and equipment maintenance 執行定期保養物流裝置設備的要求	(P.266) (P.219)
4	LOCUSH401A	Formulate safety code for logistics employees of various levels 制定物流業各級人員的安全守則	(P.424) (P.353)
	LOCUSH402A	Conduct occupational safety and health supervision for the logistics industry 執行物流業職業安全及健康的督導工作	(P.427) (P.355)
	LOCUSH403A	Implement safety management in the workplace 執行工作場所安全管理	(P.430) (P.357)
5	LOCUSH501A	Formulate occupational safety and health management system for the logistics industry 制定物流業職業安全及健康的管理系統	(P.590) (P.485)
	LOCUSH502A	Assess staff's safety risks and formulate improvement plans for occupational safety and health management system 評估職員安全風險及制定職業安全及健康的改善方案	(P.592) (P.487)

Functional Area 10 - Quality Management

職能範疇 10 - 品質管理

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOAFCN101A	Use air freight terms, codes and abbreviations 使用空運行業用語、代碼及縮寫	(P.39) (P.36)
	LOAFCN102A	Know the label, marking and types of and basic packaging requirements for air cargo 認識空運貨物的標籤、標誌、種類及基本包裝要求	(P.41) (P.38)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.50) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.52) (P.46)
	LOAFCN201A	Conduct calculation of logistics related weights and measures, currencies and time zones 進行與物流有關的度量衡、貨幣及時間區域的運算	(P.54) (P.47)

《能力標準說明》 物流業

3	LOCUQM301A	Handle issues on quality of transport and logistics services 處理貨運及物流服務質素問題	(P.269) (P.221)
	LOCUQM302A	Implement quality management training program 執行品質管理培訓項目	(P.272) (P.223)
	LOCUQM303A	Implement environmental management procedures 執行環境管理程序	(P.275) (P.225)
	LOCUQM305A	Test and calibrate measuring equipment 檢查及校準量度設備	(P.278) (P.227)
4	LOCUQM401A	Conduct quality management audit 執行品質管理審核	(P.432) (P.359)
	LOCUQM402A	Promote quality management culture to frontline staff 推廣基層品質管理文化	(P.435) (P.361)
	LOCUQM403A	Compile quality assurance procedures 編寫品質保證程序	(P.437) (P.363)
	LOCUQM404A	Formulate environmental management policy 制定環境管理方針	(P.439) (P.365)
	LOCUQM406A	Formulate measures to enhance staff's quality management culture and standard 制定提升員工品質管理文化及水平的措施	(P.442) (P.367)
	LOCUQM407A	Assess environmental impacts of working procedures 評估工序對環境的影響	(P.444) (P.369)
	LOCUQM408A	Enhance staff's awareness of environmental protection 提升員工保護環境意識	(P.447) (P.371)
	LOCUQM410A	Formulate standard for quality management system 制定品質管理系統標準	(P.450) (P.373)
	LOCUQM411A	Formulate company's performance pledge 制定公司服務承諾	(P.453) (P.375)
5	LOCUQM502A	Formulate quality management system 制定品質管理系統	(P.595) (P.489)
	LOCUQM503A	Formulate environmental management system 制定環境管理系統	(P.599) (P.492)
	LOCUQM504A	Formulate quality management policy 制定品質管理政策	(P.602) (P.494)
	LOCUQM505A	Formulate policy of corporate social responsibilities 制定企業社會責任方針	(P.604) (P.496)
	LOCUQM506A	Formulate contingency procedures for environmental accidents 制定環境意外事故緊急應變程序	(P.606) (P.497)

Unit of Competency in Shipping Branch 海運門類能力單元

Functional Area 1 - Operation Management

職能範疇 1 - 營運管理

Level 級別	UoC Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)
	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
	LOCUOM201A	Apply all kinds of freight information 應用各類貨運資訊	(P.62) (P.53)
	LOCUOM202A	Prepare checklists for operational processes 擬備各營運環節檢察表	(P.64) (P.54)
	LOCUOM203A	Obtain licence for freight operation and make relevant administrative arrangements 獲取經營貨運業務所需的牌照及行政安排	(P.66) (P.55)
	3	LOSGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則
LOCUOM302A		Coordinate the work of company departments, business partners and contractors 協調公司部門、商業夥伴及承辦商之工作	(P.171) (P.144)
LOSGOM302A		Evaluate terminal charges 評核碼頭收費	(P.173) (P.146)

《能力標準說明》 物流業



4	LOCUOM401A	Monitor the performance of contractors 監管承辦商的工作表現	(P.265) (P.222)
	LOCUOM402A	Design and prepare tenders 設計及擬備標書	(P.268) (P.224)
	LOCUOM403A	Prepare proposals 擬備建議書	(P.270) (P.226)
	LOCUOM404A	Represent the company to perform obligations in trade associations and liaise with relevant organizations 代表公司履行在商會之責任及聯絡相關組織	(P.273) (P.228)
	LOCUOM405A	Settle labour disputes in a company 解決公司勞資糾紛	(P.276) (P.230)
	LOCUOM406A	Establish technical indicators for logistic machinery equipment 設立物流機械設備技術指標	(P.279) (P.232)
	LOCUOM407A	Monitor the performance of suppliers 監管供應商表現	(P.281) (P.234)
	LOCUOM408A	Apply simulation technique to test efficiency of operation 應用模擬技術測試運作效率	(P.284) (P.236)
	LOCUOM409A	Formulate standard operational procedures 制定標準作業程序	(P.286) (P.238)
	LOCUOM410A	Implement contingency procedures 執行突發事件的應變程序	(P.288) (P.240)
	LOCUOM411A	Implement financial analysis and cost control 執行財務分析及成本控制	(P.290) (P.242)
	LOCUOM412A	Manage capital and financial matters 管理資金及財務事宜	(P.292) (P.244)
	LOCUOM413A	Check and enhance transport efficiency 考核及提升運輸效率	(P.294) (P.246)
	LOCUOM414A	Establish and maintain relationship with business partners 建立及保持與商業夥伴的關係	(P.296) (P.248)
	LOCUOM415A	Manage process of calling for tenders 管理招標過程	(P.298) (P.250)
	LOCUOM416A	Renew, terminate and conclude a contract with contractor/supplier 與承辦商 / 供應商商議續約、解約及完約安排	(P.300) (P.251)
	LOGSOM401A	Formulate code of safety for ship 制定船隻安全守則	(P.302) (P.252)
	LOGSOM402A	Evaluate the charges and service standard of container manufacturers 評核貨櫃製造廠收費準則及服務水平	(P.305) (P.254)
	LOGSOM403A	Evaluate the charges and service standard of container repairers 評核貨櫃維修商收費準則及服務水平	(P.307) (P.256)
	LOGSOM404A	Analyze the relationship between the location of a terminal and goods sources 分析碼頭位置與貨源關係	(P.310) (P.258)
	LOGSOM405A	Coordinate port clearance of ships 統籌船隻進出港口工作	(P.313) (P.260)
	LOGSOM406A	Formulate container yard plan 制定堆場計劃	(P.315) (P.262)

物流業

《能力標準說明》

	LOGOM407A	Monitor the integrated operational performance and capacity of terminal 監察碼頭操作綜合表現及能力	(P.317) (P.264)
	LOGOM408A	Monitor container yard activities 監察貨櫃堆場之有關活動	(P.319) (P.266)
	LOGOM409A	Use standard charter forms to formulate charterparty 使用租船合約範本制定租船合約	(P.321) (P.268)
5	LOCUOM501A	Formulate local operation strategies 制定地區性的營運策略	(P.473) (P.388)
	LOCUOM502A	Formulate regional operation strategies 制定區域性營運策略	(P.476) (P.390)
	LOCUOM503A	Formulate recruitment strategy 制定招聘策略	(P.479) (P.392)
	LOCUOM504A	Formulate on-the-job training plans for staff 制定從業員在職訓練計劃	(P.481) (P.394)
	LOCUOM505A	Plan project management operation 策劃項目管理運作	(P.484) (P.396)
	LOCUOM506A	Plan a tender 策劃投標	(P.486) (P.398)
	LOCUOM507A	Formulate tendering strategy 制定招標策略	(P.488) (P.400)
	LOCUOM508A	Assess the tenders from potential contractors 評審合約承辦商標書	(P.491) (P.402)
	LOCUOM509A	Formulate human resources strategy 制定人力資源策略	(P.494) (P.404)
	LOCUOM510A	Establish logistics mechanical equipment management system 制定物流機械設備管理系統	(P.497) (P.406)
	LOCUOM511A	Formulate asset-typed equipment acquisition plans 擬定資產性設備的配置方案	(P.500) (P.408)
	LOCUOM512A	Formulate strategy to bargain with business partners 制定與商業夥伴的議價策略	(P.502) (P.410)
	LOCUOM513A	Formulate vehicle fleet management strategy 制定車隊管理策略	(P.505) (P.412)
	LOCUOM514A	Formulate crisis management strategy 制定危機管理策略	(P.507) (P.414)
	LOCUOM515A	Formulate customer relationship management strategy 制定客戶關係管理策略	(P.509) (P.416)
	LOCUOM516A	Formulate contingency procedures on emergency 制定突發事件的應變程序	(P.512) (P.418)
	LOCUOM517A	Release industry-related information and business reports 發布行業相關資訊及業務報告	(P.515) (P.420)
	LOGOM501A	Formulate sales and purchase, and replenishment strategies for ship oil 制定船隻燃油的買賣及補給策略	(P.517) (P.422)
	LOGOM502A	Formulate sales and purchase strategy for supplies (except fuel) 制定船上補給(燃油以外)的買賣策略	(P.521) (P.424)

《能力標準說明》 物流業

	LOGSOM503A	Formulate ship survey, maintenance and dry docking strategies 制定船隻檢查、維修及入塢策略	(P.524) (P.426)
	LOGSOM504A	Formulate onboard manpower resources strategy 制定船上人力資源策略	(P.527) (P.428)
	LOGSOM505A	Formulate ship deployment plan 制定船隻使用方案	(P.530) (P.430)
	LOGSOM506A	Formulate ship charter-in plan 制定船隻租入方案	(P.532) (P.432)
	LOGSOM507A	Formulate ship charter-out plan 制定出租船隻方案	(P.534) (P.434)
	LOGSOM508A	Formulate berthing strategy 制定船隻泊位策略	(P.536) (P.436)
	LOGSOM509A	Formulate cargo space management system and strategy 制定艙位管理制度及策略	(P.538) (P.438)
	LOGSOM510A	Formulate ship-scrapping strategy 制定拆毀船隻策略	(P.540) (P.440)
	LOGSOM511A	Formulate strategy for ship registry 制定船舶註冊策略	(P.542) (P.442)
	LOGSOM512A	Formulate sea freight charging strategy and level 制定海運費策略及水平	(P.545) (P.444)
	LOGSOM513A	Formulate revenue management for sea freight 制定海運貨運收益管理	(P.548) (P.446)
	LOGSOM514A	Formulate strategy for sea freight routings 制定海運路線策略	(P.551) (P.448)
	LOGSOM515A	Formulate sea freight operation strategy 制定海運營運策略	(P.555) (P.450)
	LOGSOM516A	Plan the deployment of contract ship fleet 規劃合約船隊調度	(P.557) (P.452)
	LOGSOM517A	Formulate time charterparty 制作期租租船合約	(P.559) (P.454)
	LOGSOM518A	Formulate voyage charterparty 制作程租租船合約	(P.562) (P.456)
6	LOCUOM602A	Formulate financing strategy 制定融資策略	(P.670) (P.541)
	LOGSOM601A	Formulate strategy for ship sales and purchase 制定船舶買賣交易策略	(P.672) (P.543)
	LOGSOM602A	Formulate ship schedule 制定航線	(P.675) (P.545)
	LOGSOM603A	Formulate ship sailing strategy 制定航班策略	(P.677) (P.547)
	LOGSOM604A	Formulate shipping alliance strategy 制定有關海運聯盟策略	(P.679) (P.549)
	LOGSOM605A	Formulate ship management strategy 制定船隊管理策略	(P.682) (P.551)
7	LOCUOM701A	Formulate strategy for global operation 制定環球性營運策略	(P.696) (P.563)

Functional Area 2 - Planning and Design of Logistics Solutions

職能範疇 2 - 物流方案規劃及設計

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)
	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
	3	LOSGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則
4	LOCUPD401A	Master the logistics needs of different import/export trading modes 掌握不同進出口貿易模式的物流需要	(P.324) (P.270)
5	LOCUPD501A	Plan and design local logistics solutions 計劃及設計地區性的物流方案	(P.565) (P.458)
	LOSGPD501A	Design logistics solutions with the shipping network 設計海運航線網絡物流方案	(P.568) (P.460)
	LOSGPD502A	Apply the concept of free trade zones and bonded areas at ports to design sea freight logistics solutions 利用港口自由貿易區和保稅區概念設計海運物流方案	(P.570) (P.462)
6	LOCUPD601A	Plan and design regional logistics solutions 計劃及設計區域性的物流方案	(P.684) (P.553)
	LOCUPD603A	Formulate logistics plans related to capital arrangements 制定與資金安排有關的物流方案	(P.688) (P.556)
7	LOCUPD701A	Plan and design global logistics solutions 計劃及設計全球性的物流方案	(P.699) (P.565)

Functional Area 3 - Sales, Marketing and Customer Services

職能範疇 3 - 營銷、市場推廣及客戶服務

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)
	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
	LOCUSM201A	Maintain, process and use customer information 保存、處理及運用客戶資料	(P.68) (P.57)
	LOCUSM203A	Use communication skills to make discussions related to logistics issues 運用溝通技巧進行有關物流業事項討論	(P.70) (P.59)
	LOCUSM204A	Use communication skills to make internal communication 運用溝通技巧進行內部溝通	(P.73) (P.61)
	LOCUSM209A	Receive customers 接待顧客	(P.76) (P.63)
	LOCUSM210A	Present and explain to customers the logistics services offered 向客戶展示及闡述所提供的物流服務	(P.78) (P.65)
	LOCUSM211A	Update customers with latest company news 向客戶闡述公司最新動向	(P.80) (P.67)
	LOCUSM212A	Handle customer relations and requests 處理客戶關係及訴求	(P.82) (P.69)
	LOCUSM213A	Handle cargo tracking for customers 處理客戶貨物追蹤	(P.84) (P.71)
	LOCUSM214A	Use simple Putonghua for business communication with customers 與顧客進行與業務有關的簡短普通話溝通	(P.86) (P.73)
	LOCUSM215A	Use simple English for business communication with customers 與顧客進行與業務有關的簡短英語溝通	(P.88) (P.74)

物流業

《能力標準說明》

3	LOSGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則	(P.168) (P.142)
	LOCUSM301A	Present and explain proposals to customers 向客戶展示及闡述建議書	(P.175) (P.148)
	LOCUSM309A	Implement customer service management 執行客戶服務管理	(P.178) (P.150)
	LOCUSM311A	Prepare sales proposals 擬備營銷建議書	(P.180) (P.152)
	LOCUSM312A	Handle and review customer's opinions and complaints about service quality 處理及檢討客戶對服務質量的意見及投訴	(P.182) (P.154)
	LOCUSM313A	Use complicated English for business communication with customers 與顧客進行與業務有關的複雜英語溝通	(P.184) (P.156)
	LOCUSM314A	Use complicated Putonghua for business communication with customers 與顧客進行與業務有關的複雜普通話溝通	(P.186) (P.158)
	LOSGSM301A	Calculate total sea freight charges 計算海運貨物總運費	(P.188) (P.160)
	LOSGSM302A	Handle sea freight container or cargo space booking 處理海運櫃位或艙位預訂	(P.190) (P.162)
4	LOCUSM401A	Formulate an overall strategy for participating in industry conferences in the logistics industry 制定參與物流業商務會議之整體策略	(P.326) (P.272)
	LOCUSM402A	Manage customer service centres 管理客戶服務中心	(P.329) (P.274)
	LOCUSM403A	Implement the overall marketing plan 執行整體市場推廣計劃	(P.331) (P.276)
	LOCUSM404A	Assess the overall marketing plan and performance indices 評估整體市場推廣計劃及績效指標	(P.333) (P.278)
	LOCUSM405A	Analyze current market situation and trend of the logistics industry 分析物流業市場現況及趨勢	(P.335) (P.280)
	LOCUSM406A	Assess sales information of the industry 評估銷售行情	(P.337) (P.282)
	LOCUSM407A	Analyze customers' freight service needs 分析客戶的貨運需要	(P.339) (P.284)
	LOCUSM408A	Formulate customer relationship strategy 擬定客戶關係策略	(P.341) (P.286)
	LOCUSM409A	Apply methods in marketing and promotion 運用市場推廣方法	(P.343) (P.288)
	LOCUSM410A	Use the internet for business promotion 運用互聯網推廣業務	(P.345) (P.290)
	LOCUSM411A	Analyze customer's business condition 分析客戶業務狀況	(P.348) (P.292)



5	LOCUSM501A	Assess the demand for the services of the logistics industry and formulate sales budgets 評估物流業服務需求及制定有關預算	(P.573) (P.464)
	LOCUSM503A	Plan business development strategies and explore new markets 策劃業務發展策略及開拓新市場	(P.575) (P.466)
	LOCUSM504A	Formulate pricing strategy 制定價格策略	(P.578) (P.468)
	LOCUSM505A	Formulate marketing strategy 制定市場策略	(P.581) (P.470)
	LOCUSM506A	Conduct contract negotiation 進行合約談判	(P.584) (P.472)
	LOSGSM501A	Analyze sea freight market demand 分析海運市場需求	(P.586) (P.474)

Functional Area 4 - Cargo Transport and Handling 職能範疇 4 - 貨物運輸及處理

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)
	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
	LOCUCT201A	Handle temporary imports 處理暫准進口貨物	(P.90) (P.75)
	LOCUCT202A	Use general loading and lifting equipment in the logistics industry 使用物流業一般搬運及起重裝置	(P.92) (P.76)
	LOCUCT203A	Prepare operational records and data 擬備操作紀錄及數據	(P.94) (P.78)
	LOSGCT201A	Arrange for the delivery and receiving of loaded containers 安排處理載重貨櫃的交收	(P.96) (P.79)

物流業

《能力標準說明》

	LOGGCT202A	Arrange for the delivery and receiving of empty containers 安排處理空貨櫃的交收	(P.98) (P.81)
	LOGGCT204A	Use general loading and lifting equipment in the sea freight industry 使用海運業一般搬運及起重設備	(P.100) (P.82)
	LOGGCT205A	Implement stuffing/unstuffing arrangements 執行裝卸安排	(P.102) (P.84)
	LOGGCT206A	Arrange for maritime cargo transshipment 安排海運貨物轉運	(P.104) (P.86)
	LOGGCT208A	Arrange for maritime cargo storage 安排海運貨物儲存	(P.106) (P.88)
	LOGGCT209A	Deliver and receive sea containers or cargoes 交收海運貨櫃或貨物	(P.108) (P.90)
	LOGGCT210A	Inspect bulk cargo stacking condition 檢視散裝貨物堆疊情況	(P.110) (P.92)
	LOGGCT211A	Perform container stacking operation 執行貨櫃堆疊操作	(P.113) (P.94)
3	LOGGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則	(P.168) (P.142)
	LOGGCT301A	Deliver and receive maritime dangerous goods 交收海運危險品	(P.192) (P.163)
	LOGGCT302A	Arrange and handle stowage of containers 安排及處理貨櫃的裝載	(P.194) (P.165)
	LOGGCT303A	Supervise the operation of shipboard machinery 監督船上機械設備之操作	(P.197) (P.167)
	LOGGCT305A	Arrange for loading/unloading of maritime cargo 安排起卸海運貨物	(P.199) (P.168)
	LOGGCT308A	Arrange for container consolidation 計劃集裝貨併櫃	(P.201) (P.170)
	LOGGCT309A	Arrange for container de-consolidation 安排處理貨櫃拆卸	(P.204) (P.172)
	LOGGCT310A	Deploy vessels, containers, cargoes and relevant equipment properly 適當調度船隻、貨櫃和貨物及相關器材	(P.206) (P.174)
4	LOCUCT401A	Coordinate point-to-point cargo transport connection 協調點對點貨物的銜接	(P.350) (P.294)
	LOCUCT402A	Evaluate and calculate workload for cargo handling 評估及計算貨運工作量	(P.352) (P.296)
	LOGGCT401A	Supervise container and cargo loading/unloading and stowage 監督起卸裝載貨櫃和貨物	(P.354) (P.298)
	LOGGCT402A	Coordinate container dispatch and scheduling 統籌貨櫃調度及編制	(P.357) (P.300)



Functional Area 5 - Cargo Safety and Security 職能範疇 5 - 貨物安全及保安

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)
	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
	LOCUSS202A	Understand dangerous goods and their characteristics 認識危險品及其特性	(P.115) (P.96)
	3	LOSGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則
LOCUSS301A		Apply security technology to help handle cargo transport security matters 運用保安科技協助處理貨運保安事宜	(P.209) (P.176)
LOSGSS301A		Implement sea freight security plan 執行海運保安計劃	(P.211) (P.178)
LOSGSS302A		Record sea freight incidents 記錄海上貨物運輸事故	(P.214) (P.180)
4	LOCUSS401A	Formulate training schemes for handling dangerous goods 制定對危險品處理的培訓計劃	(P.360) (P.302)
5	LOCUSS501A	Monitor security service standard 監督保安服務水平	(P.588) (P.476)
	LOSGSS501A	Formulate sea freight security strategies 制定海運貨物保安策略	(P.590) (P.478)

Functional Area 6 - Import/Export Documentation and Procedures

職能範疇 6 - 出入口文件處理

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)
	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
	LOCUIE201A	Handle procedures and documents for settlement of trading payment 處理貿易貨款交收程序及文件	(P.117) (P.98)
	LOCUIE202A	Verify the required proofs and documents according to freight needs 按貨運需要核查所需證明及文件	(P.119) (P.100)
	LOCUIE203A	Handle the documents for dangerous goods, prohibited articles and dutiable commodities 處理危險品、管制貨物及課稅品文件安排	(P.121) (P.101)
	LOCUIE204A	Arrange for customs declaration 安排海關申報	(P.125) (P.103)
	LOCUIE205A	Handle customs clearance procedures 處理海關清關程序	(P.127) (P.105)
	LOCUIE206A	Handle import/export or re-export documents 處理進出口或轉口貿易文件	(P.129) (P.107)
	LOSGIE201A	Compile relevant shipping and transport documents 擬備相關船務及運輸文件	(P.131) (P.109)
	LOSGIE202A	Handle shipping and freight documents 處理船務及貨運文件	(P.133) (P.111)
	LOSGIE203A	Verify relevant shipping documents 核對有關船務文件	(P.136) (P.113)



3	LOSGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則	(P.168) (P.142)
	LOCUIE301A	Understand different trading modes and their requirements on import, export and re-export documents 瞭解不同貿易模式及其進出口或轉口文件需要	(P.216) (P.182)
	LOSGIE301A	Handle cargo delivery without original bill of lading 處理非常規性放貨	(P.218) (P.184)
	LOSGIE302A	Examine bill of lading 審核提單	(P.220) (P.186)
	LOSGIE303A	Supervise compilation, receipt and issuance of shipping documents 監督船務文件的編製及收發事宜	(P.223) (P.188)

□

Functional Area 7 - Insurance and Legal Matters 職能範疇 7 - 保險及法律事務

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)
	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
3	LOSGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則	(P.168) (P.142)
	LOCUIL305A	Handle insurance certificate and policy or related documents 處理保險證書、保單或相關文件	(P.225) (P.190)
4	LOCUIL401A	Implement risk management plans 執行風險管理方案	(P.362) (P.304)
	LOCUIL402A	Amend insurance terms 更改保險條款	(P.364) (P.306)
	LOCUIL403A	Compile claims report 撰寫索償報告	(P.366) (P.308)

物流業

《能力標準說明》

LOCUIL404A	Handle employee compensation claims 處理勞工保險索償	(P.368) (P.310)
LOCUIL405A	Handle public liability claims 處理公眾責任索償	(P.371) (P.312)
LOCUIL407A	Handle transport operator's liability insurance 處理物流及運輸經營者責任索償	(P.374) (P.314)
LOCUIL408A	Apply environmental protection laws and international conventions relevant to the logistics industry 應用物流業相關的環保法例及國際公約	(P.378) (P.317)
LOCUIL409A	Apply occupational safety and health ordinances relevant to the logistics industry 應用物流業相關的職業健康及安全法例	(P.380) (P.319)
LOCUIL410A	Apply the Prevention of Bribery Ordinance 應用防止貪污及賄賂條例	(P.382) (P.321)
LOCUIL411A	Understand intellectual property and avoid infringement act 認識知識產權及避免侵權行為	(P.384) (P.323)
LOCUIL412A	Apply basic principles of insurance law to handle insurance matters 運用保險法之基本原則處理保險事宜	(P.386) (P.325)
LOCUIL413A	Apply labour legislations relevant to human resources management 應用人力資源管理相關的勞工法例	(P.388) (P.327)
LOSGIL401A	Handle collision claims 處理船舶碰撞索償	(P.391) (P.329)
LOSGIL402A	Handle pollution liability claims 處理船舶污染責任索償	(P.394) (P.331)
LOSGIL403A	Handle charterer's liability claims 處理船舶承租人責任索償	(P.397) (P.333)
LOSGIL404A	Handle claims for loss of hire 處理租金損失索償	(P.400) (P.335)
LOSGIL405A	Handle insurance claims for war and strikes 處理戰爭和罷工索償	(P.403) (P.337)
LOSGIL406A	Handle cargo claims 處理貨物損毀索償	(P.406) (P.339)
LOSGIL407A	Handle hull and machinery claims 處理船舶和機器損毀索償	(P.409) (P.341)
LOSGIL408A	Handle claims for container damage 處理貨櫃損毀索償	(P.412) (P.343)
LOSGIL409A	Handle freight, defense and demurrage claims 處理運費、滯期和抗辯費索償	(P.415) (P.345)
LOSGIL410A	Handle claims for professional indemnity/error and omissions insurance 處理海運行業代理人責任索償	(P.418) (P.347)

《能力標準說明》 物流業

5	LOCUIL501A	Perform risk assessment of the transport process and compile reports 為運輸工序進行風險評估及編寫報告	(P.593) (P.480)
	LOCUIL502A	Assess the total lost amount and calculate the claim amount 評估損失總值及計算索償金額	(P.595) (P.482)
	LOCUIL503A	Arrange for insurance by tender 以投標方式安排保險	(P.597) (P.484)
	LOCUIL504A	Apply Alternate Dispute Resolution (ADR) to handle disputes 運用爭議解決替代方法處理糾紛	(P.600) (P.486)
	LOCUIL505A	Use arbitration to handle disputes 運用仲裁處理糾紛	(P.602) (P.488)
	LOCUIL506A	Apply knowledge of business laws to prepare contracts 運用商業法律知識擬備合約	(P.604) (P.490)
	LOCUIL507A	Arrange for employee compensation insurance contract 安排勞工保險合約	(P.606) (P.492)
	LOCUIL508A	Arrange for public liability insurance contract 安排公眾責任險保險合約	(P.609) (P.494)
	LOCUIL509A	Arrange for multimodal insurance contract 安排物流及運輸經營者責任保險合約	(P.612) (P.496)
	LOSGIL501A	Appoint surveyors, average adjusters and lawyers to handle claims 委派公證人、海損理算師及律師處理索償	(P.615) (P.498)
	LOSGIL502A	Handle general average 處理共同海損	(P.617) (P.500)
	LOSGIL503A	Arrange for hull and machinery insurance (including war and strike) contract 安排船舶保險 (包括戰爭及罷工) 合約	(P.619) (P.502)
	LOSGIL504A	Arrange for charterer's liability insurance 安排船舶承租人責任保險合約	(P.622) (P.504)
	LOSGIL505A	Arrange for professional indemnity/errors and omissions insurance 安排海運行業代理人責任保險合約	(P.625) (P.506)
	LOSGIL506A	Arrange for loss of hire insurance 安排租金損失保險合約	(P.628) (P.508)
	LOSGIL507A	Arrange for protection and indemnity cover 安排船公司保賠保險合約	(P.630) (P.510)
	LOSGIL508A	Arrange for cargo insurance (including war and strikes) contracts 安排海上貨物運輸保險 (包括戰爭及罷工) 合約	(P.632) (P.512)
	LOSGIL509A	Handle arrest of ship 處理扣船	(P.635) (P.514)
	LOSGIL510A	Arrange for container insurance 安排貨櫃保險合約	(P.637) (P.516)
	LOSGIL511A	Arrange for freight, demurrage and defense insurance 安排運費、滯期和抗辯費保險合約	(P.640) (P.518)
6	LOCUIL601A	Formulate risk management plans 制定風險管理方案	(P.690) (P.558)

Functional Area 8 - E-Logistics

職能範疇 8 - 電子物流

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
	LOCUEL101A	Apply all kinds of computerized freight document templates 應用各類貨運電腦報表	(P.46) (P.42)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)
	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
	LOCUEL201A	Implement e-logistics website maintenance 執行電子物流作業網頁保養	(P.138) (P.115)
	LOCUEL202A	Handle electronic documents commonly used in the logistics industry 處理貨運常用電子文件	(P.140) (P.116)
	LOCUEL206A	Execute security work for electronic documents of the logistics industry 執行物流業內電子文件保安工作	(P.142) (P.118)
	LOCUEL207A	Submit cargo manifests electronically 以電子方式提交貨物艙單	(P.144) (P.120)
	LOCUEL208A	Implement e-platform operation for the logistics industry 執行與物流業有關的電子作業平台操作	(P.147) (P.122)
	LOCUEL209A	Apply electronic devices on cargo identification 應用貨物電子識別技術	(P.149) (P.124)
	3	LOSGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則
LOCUEL302A		Conduct Electronic Data Interchange (EDI) in the industry and with customers 進行業內及客戶間的電子訊息交換	(P.227) (P.192)
LOCUEL303A		Design different kinds of computerized freight documents 設計各類貨運電腦報表	(P.230) (P.194)



	LOCUEL304A	Implement e-commerce procedures for the logistics industry 執行物流業內相關的電子商貿作業程序	(P.232) (P.195)
	LOSGEL301A	Apply web platform to sea freight services 運用海運服務網絡平台	(P.234) (P.197)
4	LOCUEL401A	Design e-commerce procedures for the logistics industry 設計物流業內電子商貿作業程序	(P.422) (P.349)
	LOCUEL402A	Design electronic document security system and procedures for the logistics industry 設計物流業電子文件保安系統和程序	(P.424) (P.351)
	LOCUEL403A	Formulate information system upgrading demand 制定資訊系統的更新需求	(P.427) (P.353)
	LOCUEL404A	Formulate the electronic data flow for relevant parties of the logistics industry 制定物流業內相關單位電子訊息處理流程	(P.430) (P.355)
	LOCUEL405A	Design e-logistics website for the logistics industry 設計物流企業電子物流作業網頁	(P.432) (P.357)
5	LOCUEL501A	Formulate strategies for the application of electronic cargo identification technologies 制定貨物的電子辨識技術應用策略	(P.643) (P.520)
	LOSGEL501A	Establish sea freight-based fourth-party logistics (4PL) network 建立以海運服務為基礎的第四方物流網絡	(P.645) (P.522)
6	LOSGEL601A	Formulate sea freight-based strategies for fourth-party logistics (4PL) 制定以海運為基礎的第四方物流策略	(P.693) (P.560)

Functional Area 9 - Occupational Safety and Health 職能範疇 9 - 職業安全及健康

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
	LOCUSH106A	Handle bulk cargoes manually 搬運散貨	(P.48) (P.43)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)

物流業

《能力標準說明》

	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
	LOCUSH201A	Implement safety procedures for manual handling operation 執行體力處理操作的安全步驟	(P.151) (P.126)
	LOCUSH202A	Implement preventive measures on occupational safety and health of the logistics industry 執行物流業職業安全及健康的預防措施	(P.153) (P.128)
	LOCUSH203A	Implement safety operation in confined spaces 執行密閉空間的安全操作	(P.155) (P.130)
	LOCUSH204A	Safety procedures for fork-lift truck operation 使用叉式剗車搬運的安全步驟	(P.157) (P.132)
	LOCUSH205A	Implement Code of Practice for Loading of Vehicles 執行車輛載貨守則	(P.159) (P.134)
	LOCUSH206A	Implement code of safety for stacking cargoes 執行貨物安全堆疊守則	(P.161) (P.136)
	LOCUSH207A	Implement code of safety for cargo loading/unloading with vehicles 執行車輛安全起卸貨物守則	(P.163) (P.138)
	LOCUSH208A	Implement vehicle transport and traffic safety in cargo yard 執行貨場內的車輛運輸及交通安全工作	(P.165) (P.139)
3	LOSGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則	(P.168) (P.142)
	LOCUSH302A	Handle general industrial accidents 處理一般工業意外	(P.236) (P.199)
	LOCUSH303A	Implement occupational safety and health management system for the logistics industry 執行物流業職業安全及健康的管理系統	(P.238) (P.201)
	LOCUSH305A	Implement transport and storage management safety measures for dangerous goods 執行危險品的安全運輸及儲存管理	(P.241) (P.203)
	LOCUSH306A	Act on requirements for logistics device and equipment maintenance 執行定期保養物流裝置設備的要求	(P.244) (P.205)
	LOSGSH301A	Implement safety procedures for stowage of container or bulk cargo and cargo handling inside containers 執行貨櫃和貨物裝卸及於貨櫃內處理貨物的安全步驟	(P.247) (P.207)
	LOSGSH302A	Implement safety procedures for special logistics operation 執行運輸業特殊作業注意事項	(P.250) (P.209)
	LOSGSH303A	Check mechanical equipment 檢查機械設備	(P.252) (P.211)
4	LOCUSH401A	Formulate safety code for logistics employees of various levels 制定物流業各級人員的安全守則	(P.434) (P.359)
	LOCUSH402A	Conduct occupational safety and health supervision for the logistics industry 執行物流業職業安全及健康的督導工作	(P.437) (P.361)

	LOCUSH403A	Implement safety management in the workplace 執行工作場所安全管理	(P.440) (P.363)
	LOSGSH402A	Implement safety procedures for working in terminal's cargo handling area 執行碼頭貨區的工作安全程序	(P.442) (P.365)
	LOSGSH403A	Implement safety management system for onboard container and cargo handling 執行船上貨櫃及貨物處理工作安全管理系統	(P.445) (P.367)
5	LOCUSH501A	Formulate occupational safety and health management system for the logistics industry 制定物流業職業安全及健康的管理系統	(P.647) (P.524)
	LOCUSH502A	Assess staff's safety risks and formulate improvement plans for occupational safety and health management system 評估職員安全風險及制定職業安全及健康的改善方案	(P.649) (P.526)
	LOSGSH501A	Formulate safety management system for onboard container and cargo handling 制定船上貨櫃及貨物處理工作安全管理系統	(P.652) (P.528)

Functional Area 10 - Quality Management 職能範疇 10 - 品質管理

Level 級別	Code 單元編號	Name of UoC 能力單元名稱	Page 頁數
1	LOSGCN101A	Apply basic knowledge of container 應用貨櫃基本知識	(P.42) (P.38)
	LOSGCN102A	Understand logistics and sea freight terminology 認識物流航運貨運行業用語	(P.44) (P.40)
2	LOCUCN201A	Apply multimodal transport concept and knowledge 運用多式聯運概念及知識	(P.51) (P.45)
	LOCUCN202A	Apply basic statistics to logistics operation 基本統計學運用於物流運作	(P.53) (P.46)
	LOSGCN201A	Understand vessel types and their characteristics 認識船隻種類及其特點	(P.55) (P.47)
	LOSGCN202A	Understand different areas of sea freight operations 認識海運業不同作業範疇	(P.57) (P.49)
	LOSGCN204A	Apply basic sea freight knowledge 應用基本海運知識	(P.59) (P.51)
3	LOSGCN301A	Understand sea transport safety organizations and their codes 認識有關海運貨運的安全組織及其訂立的規則	(P.168) (P.142)
	LOCUQM301A	Handle issues on quality of transport and logistics services 處理貨運及物流服務質素問題	(P.254) (P.213)

物流業

《能力標準說明》

	LOCUQM302A	Implement quality management training program 執行品質管理培訓項目	(P.257) (P.215)
	LOCUQM303A	Implement environmental management procedures 執行環境管理程序	(P.260) (P.217)
	LOCUQM305A	Test and calibrate measuring equipment 檢查及校準量度設備	(P.262) (P.219)
4	LOCUQM401A	Conduct quality management audit 執行品質管理審核	(P.448) (P.369)
	LOCUQM402A	Promote quality management culture to frontline staff 推廣基層品質管理文化	(P.451) (P.371)
	LOCUQM403A	Compile quality assurance procedures 編寫品質保證程序	(P.454) (P.373)
	LOCUQM404A	Formulate environmental management policy 制定環境管理方針	(P.456) (P.375)
	LOCUQM406A	Formulate measures to enhance staff's quality management culture and standard 制定提升員工品質管理文化及水平的措施	(P.459) (P.377)
	LOCUQM407A	Assess environmental impacts of working procedures 評估工序對環境的影響	(P.461) (P.379)
	LOCUQM408A	Enhance staff's awareness of environmental protection 提升員工保護環境意識	(P.464) (P.381)
	LOCUQM410A	Formulate standard for quality management system 制定品質管理系統標準	(P.467) (P.383)
	LOCUQM411A	Formulate company's performance pledge 制定公司服務承諾	(P.470) (P.385)
5	LOCUQM502A	Formulate quality management system 制定品質管理系統	(P.655) (P.530)
	LOCUQM503A	Formulate environmental management system 制定環境管理系統	(P.659) (P.533)
	LOCUQM504A	Formulate quality management policy 制定品質管理政策	(P.662) (P.535)
	LOCUQM505A	Formulate policy of corporate social responsibilities 制定企業社會責任方針	(P.664) (P.537)
	LOCUQM506A	Formulate contingency procedures for environmental accidents 制定環境意外事故緊急應變程序	(P.666) (P.538)

資歷架構網址

資歷架構及《能力標準說明》資料

<http://www.hkqf.gov.hk>

資歷名冊網址

認可資歷及課程資料

<http://www.hkqr.gov.hk>



物流業行業培訓諮詢委員會

地址 香港灣仔活道27號職業訓練局大樓16樓
資歷架構秘書處

電話 (852) 2836 1700

傳真 (852) 3106 2035

電郵 hkqf@edb.gov.hk